



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

880503-03

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Education Office of Evaluation and Personnel Development, Assessment Division Student Assessment and Test Development 1870 Twin Towers East, Atlanta, GA.30334	Application Number	88-29
Application Number		Date Received	Date Completed
		MAY 3 1988	JUN 30 1988
2. Person to Contact Stan Bernknopf		Working Title Director	Telephone Number 656-2661
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest		5. Records Series Title (followed by title used in office, if different)	
1981 Current		Test Score Summaries for Highschool Basic Skills Test (BST)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Student Assessment and Test Development Unit is responsible for administering a program of assessment involving all public schools and students in all grades K-12, except Grade 5. Their vital role of assessment for accountability in the educational process was recognized by the Georgia General Assembly in 1974 APEG legislation and 1985 QBE(Quality Basic Education) legislation. Beginning in 1971 the Student Assessment Unit was responsible for administering the norm-referenced and criterion-referenced tests and providing information to students, parents, educational decision-makers, including teachers, local administrators, state administrators, the General Assembly, State Board of Education and the general public. Test data is used for diagnosing needs of individual students, communicating with parents and teachers, evaluating curriculum and instruction allocating funds for remedial education, services and staff and evaluation of the progress of each school and system in the state. Student Assessment is also responsible for developing tests, analyzing and disseminating data and providing staff development to local school staff, state staff and developing policies.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Average Test Scores for the BST(Basic Skills Test) given to all 10th Graders (All in the Fall and Retests in the Spring for those who do not pass in the Fall). Test Scoring provided by the University of Georgia. Included are: 1. School System and Individual School Summary of Average Scores and percent of students passing the test (by subject - Reading and Mathematics) and Skill Summary. 2. Student Performance Summary which lists average scores for Reading and Mathematics for special categories of students, such as those in Special Education. File is arranged: Chronologically by School Year, Alphabetically by School System, thereunder alphabetically by individual school.			
8. Monthly Reference Rate		How often are records referred to which are:	
One to six months old <u>20</u> ; Seven to twelve months old <u>20</u> ; Thirteen to twenty-four months old <u>10</u> ; twenty-five months and older <u>2</u> ?			
9. Annual Rate of Accumulation of Records			
Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves <u>1/2</u> ; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy. <u>Student Assessment Annual Summary</u>
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <u>"Student Assessment Annual Summary" and "Student Assessment in Georgia"</u>
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Local School Systems</u>
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>6</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Other Department Sections such as Compensatory Education, Special Education, Chapter I and Curriculum Services analyze statistics to establish program needs. Records are also open to the public for research.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other School Year then,

(*8/15/yr thru 8/14/yr)

- ☒ Hold in the current files area _____ month(s) 5 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Thomas</i>	<u>4/29/88</u>	<i>Tickie Baker</i>	<u>4/28/88</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<u>6-29-88</u>
		Secretary of State/Designee	<u>6/27/88</u>
		Attorney General/Designee	<u>6/27/88</u>